

Sup Rec Sched by Sched No. 113
REQUEST FOR RECORDS RETENTION SCHEDULE
to be submitted to the Records Management Division
Hall of Records CommissionSCHEDULE
NO. 113PAGE
NO. 1. ✓

1. Requesting Agency

MONTROSE SCHOOL FOR GIRLS

2. Division or Bureau of Requesting Agency

(Accounting Records)

3. Authorization Requested (Check only one of the squares below).

A

☐ Dispose of present accumulation. No additional accumulation is anticipated. Records have ceased to have value to warrant retention.

B

☒ Establish retention schedule for records for which there is a continuing accumulation. The records will cease to have value to warrant their retention after the period of time indicated.

C

☐ Microfilm and destroy originals. Originals if not microfilmed would be retained for the period of time indicated.4.
Item
No.

5. Description of Records

Describe records accurately. Include title, form number, size of documents, work or activity to which the records relate, inclusive dates, and quantity (cubic or linear feet). Show recommended retention period.

6. Recommendation
of Hall of Records
and Board of Public
Works.

1

INVOICE FILE

This file consists of the records concerned with the payment of invoices. Of the four items included, two have not previously been covered by a general records retention schedule. The following documents are included in the invoice file:

Invoices - the recommendation for this item applies to this copy of the invoice. An additional copy of the invoice is maintained in the Paid Voucher file. It is used for reference purposes only. The copy of the invoice in the voucher file is non-record within the meaning of the Statute governing non-record material (Art. 41, Sec. 155, Annotated Code 1951).

Distribution of Charges--(Comptroller of Treasury Form No. E-1-S)
The recommendation for this item applies to this form.

Transmittal - (Comptroller of the Treasury Form No. E-1 or E-2)
General Records Retention Schedule No. G-5 provides the agency copy of the transmittal shall be retained for three years or until audited, whichever is later (Approved by the Board of Public Works on May 10, 1954).

Paying Warrant - This is the agency copy of the Comptroller's Warrant to the Treasurer to make payment. General Schedule No. G-3 provides that agency copies of paying warrants shall be retained for three years or until audited, whichever is later, and then destroyed (approved by the Board of Public Works on

*Approved Hall of
Records Commission*

7. Agency, Division or Bureau Representative

Margaret Stredwick

Signature

Superintendent

Title

November 5, 1954

Date

Schedule Authorized as Indicated in Col. 6 by Hall of
Records Commission.Disposal Authorized as Indicated in Col. 6 by Board of
Public Works.*December 10, 1954*
Date*Morris S. Radloff*
Archivist*DEC 14 1954*
Date*J. Meluskey*
Secretary

RE EST FOR RECORDS RETENTION SCHEDULE
(Continuation Sheet)SCHEDULE
NO. 113PAGE
NO. 2

4. Item No.	5. Description of Records Describe records accurately. Include title, form number, size of documents, work or activity to which the records relate, inclusive dates, and quantity (cubic or linear feet). Show recommended retention period.	6. Recommendation of Hall of Records and Board of Public Works.
	<p style="text-align: center;">May 10, 1954).</p> <p>All material included on one transmittal is stapled together; that is, the invoices, distribution of charges, transmittal and pay warrant. The material is filed by transmittal number and occupies two drawers for the years 1950 to date. An additional accumulation for the years 1931-1950 occupies an estimated 6 cubic feet.</p> <p>RECOMMENDATION: RETAIN FOR THREE YEARS OR UNTIL AUDITED, WHICHEVER IS LATER, AND THEN DESTROYED.</p>	
2	<p><u>BUDGET BUREAU FORM NO. BB-1</u></p> <p>This 6" x 14" Department of Budget and Procurement Form (BB-1) is prepared monthly in duplicate. The original is submitted to the Budget Bureau and the school retains the duplicate. The form shows by program and object expenditures the encumbrances and income of the reporting month. It is used as a budget control. The form is filed with a Monthly Financial Statement which summarizes the information shown on the form BB-1. The material is filed chronologically and occupies 1 cubic foot for the years 1950 to date. The annual rate of accumulation is about 6 linear inches.</p> <p>RECOMMENDATION: RETAIN FOR THREE YEARS AND THEN DESTROY.</p>	Approved Hall of Records Commission
3	<p><u>CANCELLED CHECKS AND CHECK STUBS</u></p> <p>Checks are written against the commissary, student, petty cash, recreation and welfare funds of the school. Entries are made in the proper journals and ledgers. After reconciliation and audit, the checks and stubs have no further value. They are filed chronologically and occupy 4 cubic feet for the period 1931 to date. Approximately 3 cubic feet will be destroyed upon approval of this schedule.</p> <p>RECOMMENDATION: RETAIN FOR THREE YEARS OR UNTIL AUDITED, WHICHEVER IS LATER, AND THEN DESTROY.</p>	Approved Hall of Records Commission
4	<p><u>BANK STATEMENTS AND DEPOSITOR'S PASS BOOK</u></p> <p>Bank statements are received from the Bank of deposit, generally once a month. The pass book indicates deposits and withdrawals. After reconciliation and audit, they have no further value. The accumulation is very small.</p> <p>RECOMMENDATION: RETAIN FOR THREE YEARS OR UNTIL AUDITED, WHICHEVER IS LATER, AND THEN DESTROY.</p>	Approved Hall of Records Commission

APPROVED BY
BOARD OF PUBLIC WORKS
Date DEC 4 1954.*[Signature]*

Secretary

SCHEDULE 113
ST FOR RECORDS RETENTION SCHEDULE
(Continuation Sheet)SCHEDULE
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NO. 3

4. Item No.	5. Description of Records Describe records accurately. Include title, form number, size of documents, work or activity to which the records relate, inclusive dates, and quantity (cubic or linear feet). Show recommended retention period.	6. Recommendation of Hall of Records and Board of Public Works.
5	<p><u>PETTY CASH INVOICES AND VOUCHERS</u></p> <p>A voucher (4" x 5½") is prepared for expenditures from the petty cash fund of the school. The invoice is attached to the voucher. These are used for internal control of petty cash expenditures and for audit purposes. After the audit they have no further value. They are filed chronologically and occupy 6 cubic feet for the years 1931 to date. The annual rate of accumulation is less than ½ cubic foot. Approximately 5 cubic feet of material will be destroyed upon approval of this schedule.</p> <p>RECOMMENDATION: RETAIN FOR THREE YEARS OR UNTIL AUDITED, WHICHEVER IS LATER, AND THEN DESTROY.</p>	Approved Hall of Records Commission
6	<p><u>RECEIPTS FOR MONEY RECEIVED</u></p> <p>Money received by the school for any account is receipted and accounted for by the Business Office. The receipt is prepared in triplicate. The original goes to the individual from whom the money is received, the two copies remain in the receipt book. The receipts are necessary for audit but have no value thereafter. They occupy 1½ cubic feet for the years 1951 to date. The annual rate of accumulation is about ½ cubic foot.</p> <p>RECOMMENDATION: RETAIN FOR THREE YEARS OR UNTIL AUDITED, WHICHEVER IS LATER, AND THEN DESTROY.</p>	Approved Hall of Records Commission
7	<p><u>GIRLS' DISBURSEMENT LISTS</u></p> <p>Girls in the school may purchase candy once a week and toilet needs once a month. The lists which show the requests for all the girls in one cottage are prepared and approved by the cottage matron. They are forwarded to the Commissary and after the order is filled the list is sent to the Business Office for accounting purposes. The lists are necessary for audit but have no value thereafter. They are filed chronologically and occupy 2 cubic feet for the years 1951 to date. The annual rate of accumulation is very small.</p> <p>RECOMMENDATION: RETAIN FOR THREE YEARS OR UNTIL AUDITED, WHICHEVER IS LATER, AND THEN DESTROY.</p> <p>Date: DEC 14 1954</p>	Approved Hall of Records Commission
8	<p><u>ATTENDANCE RECORD</u> <u>STATEMENT OF COST OF MAINTENANCE AND SUPERVISION OF CHILDREN</u> <u>CERTIFICATION OF AMOUNTS DUE FOR CHILDREN PLACED IN CUSTODY OF</u> <u>TRAINING SCHOOLS.</u></p> <p>These three forms are used for billing the County Commissioners for the cost of maintenance for girls committed to the school from the counties. The attendance record (5½" x 8½") shows the girl's name and number of days in the school by month and quarter. The Statement of Cost (8½" x 11") is the bill as presented to the County Commissioner. The Certification form (State Department of Public Welfare, Form No. 394), is a statement to the Comptroller showing the amounts due from each county for maintenance or</p>	Approved Hall of Records Commission

(9-1-53)

Hall of Records
CommissionREQUEST FOR RECORDS RETENTION SCHEDULE
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4. Item No.	5. Description of Records Describe records accurately. Include title, form number, size of documents, work or activity to which the records relate, inclusive dates, and quantity (cubic or linear feet). Show recommended retention period.	6. Recommendation of Hall of Records and Board of Public Works.
	<p>supervision of girls at the school or on parole. A copy of this Certification is also submitted to the State Department of Public Welfare. The file occupies 7 cubic feet for the years 1931 to date.</p> <p>A RECOMMENDATION: RETAIN ATTENDANCE RECORD WHILE ACTIVE AND FOR FIVE YEARS AFTER GIRL IS RELEASED FROM COMMITMENT: THEN DESTROY.</p> <p>B RECOMMENDATION: RETAIN COST OF MAINTENANCE AND CERTIFICATION FOR THREE YEARS OR UNTIL AUDITED, WHICHEVER IS LATER, AND THEN DESTROY.</p>	
9	<p><u>TIME SHEETS</u></p> <p>Weekly Time Sheets (8½" x 11") are prepared by the Department Heads for all individuals assigned to the Department. The sheet shows the individual's name, days worked and any overtime hours on the job. This information is posted to the individual time cards (item 10 below). The sheets are filed chronologically and occupy 1 cubic foot for the years 1951 to date. The annual rate of accumulation is ½ linear foot.</p> <p>RECOMMENDATION: RETAIN FOR THREE YEARS AND THEN DESTROY.</p>	<p><i>Approved Hall of Records Commission</i></p>
10	<p><u>TIME CARDS</u></p> <p>Annual time cards (S.E.C. 128) are prepared for each employee of the school. The card shows by month the days worked during the year and sick and annual leave taken or unused. The cards occupy 6 linear inches for the period 1951 to date. The annual rate of accumulation is very small.</p> <p>RECOMMENDATION: RETAIN FOR FIVE YEARS AFTER INDIVIDUAL HAS LEFT THE EMPLOY OF THE SCHOOL AND THEN DESTROY.</p>	<p><i>Approved Hall of Records Commission</i></p>
11	<p><u>MONTHLY FARM REPORT</u></p> <p>The Monthly Farm Report (8½" x 14") shows all the activities of the farm for the month including purchases, production, sales to other state institutions and value of produce used at the school. This information is summarized and entered monthly in the General Ledger. The report is forwarded to the Department of Budget and Procurement, the Superintendent of the School, the State Department of Public Welfare and the members of the Board of Managers. The reports are filed chronologically and occupy 1 linear foot for the period 1950 to date. The annual rate of accumulation is 3 linear inches.</p> <p>RECOMMENDATION: RETAIN FOR THREE YEARS AND THEN DESTROY.</p>	<p><i>Approved Hall of Records Commission</i></p>

APPROVED BY
BOARD OF PUBLIC WORKS
DEC 14 1954

McL...
Secretary

